

JOB ANNOUNCEMENT

VACANCY #03-FI-HSSC-0007

Agency:	Human Support Services Cluster (HSSC)
Division/Unit:	Office of the Associate Chief Financial Officer (ACFO)
Position:	Budget Director
Grade/Step:	MSS – 0505 – 16/1 – 16/10
Salary Range:	\$98,926 - \$118,122
Area of Consideration:	Current OCFO Employees
Opening Date:	February 3, 2003
Closing Date:	February 14, 2003
Number of Vacancies:	One

Position Description: The incumbent performs a wide range of financial and non-financial duties associated with the day-to-day operations of the office. Assignments involve financial matters affecting the operations and practices of the Department. Studies and reviews reports originating either outside or within the Department, which affect the operation of the agency for purposes of summarizing and analyzing the subject matter of the report for the information of the Associate Chief Financial Officer (ACFO). Prepares comments and recommendations representing Department views for approval of the ACFO. Reviews completed reports and correspondence prepared within the Department for consistency with existing practices and policies, and opportunity for improvement of format, cogency and presentation. The reviews extend to all phases and aspects of the department's operations. Serves as representative and liaison officer for the Department by attending meetings and conferences held between offices of the Department or by other District agencies. Assists with developing and implementing standard operating procedures and guidelines regarding the mission of the ACFO. Ensures 100% compliance with FRP's and executive summary reports. Certifies and monitors all fund types for budget implementation inclusive of all personnel actions and contracts. Modifies and overrides all budgetary activity (for all funds) inclusive of reprogramming/reallocations. Approves and monitors the department's spending plan. Ensures that the budget is implemented in accordance with the Appropriations Act, Budget Act and other District, federal and financial guidelines.

Must have a minimum of one year or more of specialized experience (preferably in public administration, business administration, economics, accounting, finance or other relevant field) at a level of difficulty and responsibility comparable to the next lower grade level in District service. An equivalent combination of education and experience may be substituted for the required level of specialized experience.

Submission Information: Office of Management and Administration
Recruitment Division
941 North Capitol St, NE – Suite 1200
Washington, DC 20002
Fax: (202) 442-6413

Submission Materials: DC2000 (employment application) or Resume and cover letter

Employment with the District of Columbia Office of the Chief Financial Officer (OCFO) is at the pleasure of the Chief Financial Officer. A background investigation is mandatory for all OCFO employees. The OCFO is an equal opportunity employer. Applicants understand that a false statement on any part of their application may be grounds for not hiring them, or for firing them after they begin work (D.C. Code 1-617.1 (d)(1) et seq. (1991 Repl)). Applicant understands that the making of a false statement and/or submitting untrue materials are punishable by criminal penalties pursuant to D.C. Code 22-2405 et seq. (1991 Repl). Applicant understands that any information he/she submits may be investigated as allowed by law or Mayoral order. Applicant consents to the release of information regarding his/her suitability for District of Columbia government employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staffing specialists, and other authorized employees of the District of Columbia government. Applicant certifies that, to the best of his/her knowledge and belief, all statements are true, correct and complete.

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Code section 1-2501 et seq., ("the Act") the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action. Harassment of persons on the basis of any protected category is prohibited.